

## INVITATION TO QUOTE

### Heritage Skills Programme Coordination

#### PROJECT BRIEF

#### 1. Introduction

The Lake District National Park Authority, on behalf of the Rusland Valley & Fells Landscape Partnership, is seeking to appoint a contractor (or contractor team) to coordinate ‘*Skills & Swills*’, a programme of courses in countryside management and heritage craft skills.

*Rusland Horizons* is a three year (2016 – 2019) programme of projects which is focused on the natural and cultural heritage of the scheme area in South Lakeland, Cumbria ([See map](#)). It aims to involve people in restoring and enhancing the unique wooded landscape of the area. It is one of the first community-led landscape partnership schemes to be funded by the Heritage Lottery Fund (HLF).

The contractor will coordinate and administer a twelve month programme of courses which follows on from, and builds upon, the current programme. ([See Project Webpage](#)).

The budget for the coordinators fees and expenses is £4,000 – 6,000, excluding VAT.

**Deadline for submission of quote: 12 noon, Friday 5 May 2017.**

**Interview date: Wednesday 18 May at the Rusland Horizons Office, Lane Ends, Haverthwaite, LA12 8AB**

#### 2. Background and Context

The Rusland Valley & Fells Landscape Partnership is made up of members of the local community, Cumbria Woodlands, Natural England, Forestry Commission and Lake District National Park Authority (Accountable Body). It was set up in 2010 with a special interest in conserving the local working landscape. In 2015, the partnership secured funding from the Heritage Lottery Fund to deliver the Rusland Horizons Landscape Partnership Scheme.

#### **The Vision:**

The Rusland Horizons encompass a real living, working landscape. Local people, agencies and visitors will work together to revive traditional skills, and to learn about, enhance and enjoy the heritage, habitats and wildlife of this quiet and very special place.

## **The Aims:**

- a) Enable people to experience, learn about and become involved in a broad and varied range of heritage skills to manage the landscape and its features and to inspire renewed interest in sustainable woodland produce, from local firewood to swill baskets.
- b) Work in partnership to restore the unique, landscape of the Rusland Valley and Fells and to involve people in enhancing biodiversity by creating habitat stepping stones and monitoring priority species.
- c) Improve understanding of the historic interaction between people and the landscape so as to inform future planning and enable people to learn about and become involved in conserving our heritage before it disappears.
- d) Provide better, sustainable access and opportunities to explore our natural and cultural heritage, and to inspire a sense of identity, ownership and pride in the special, intimate and quiet qualities of the Rusland Horizons area.

The Landscape Partnership is now in its second year of a three year programme of activity. A core team of staff, employed through the scheme, are working with a wider partnership of organisations, including Cumbria Wildlife Trust, Westmorland Red Squirrel Society, Butterfly Conservation, Bill Hogarth Memorial Apprenticeship Trust and the University of Lancaster, to deliver 15 landscape-scale projects that will achieve these aims.

There is more information about the scheme on the website: [ruslandhorizons.org](http://ruslandhorizons.org).

## **3. Audiences**

Local people (those living and working in the scheme area, including land managers), People in Ulverston; visitors, volunteers, project partners (including community groups and local primary schools), Steering Group, funders, staff and apprentices, people with an interest in the natural and cultural history of the area.

## **4. The Skills & Swills Project - Background**

The current landscape of the Rusland Horizons area has resulted from centuries of traditional land management, none more so than by farmers and woodsmen. However, evidence suggests that the traditional skills necessary to maintain this landscape in a sustainable way are being lost.

The Skills & Swills project aims to provide courses which will allow skills to be passed on to more people and to encourage landowners to become involved in traditional, sustainable land management practices. Through the delivery of the courses, the project also aims to carry out the conservation of habitat and landscape features in the scheme area.

Our 2016 - 17 programme saw the delivery of a diverse range of courses delivered by a number of independent tutors. Training covered practical skills such as dry stone walling,

hedge laying and coppicing and identification skills courses to skills in the making of products such as bowls, hazel hurdles, oak swill baskets and greenwood items.

This current programme, which runs until July 2017, was coordinated by the Rusland Horizons Skills & Training Coordinator. Bookings are administered by Cumbria Woodlands.

The programme has proved extremely popular, but neither the Rusland Horizons team nor Cumbria Woodlands have the staff capacity to organise and deliver a second round of the programme. We are therefore seeking an external contractor to fulfil this role.

#### 4.1 Project Outcomes

- a) the capability for more people to manage the landscape of the Rusland Horizons scheme area in a traditional and sustainable way;
- b) a greater opportunity in the future to manage habitats and species in an environmentally sustainable way;
- c) people who have a greater chance to obtain employment as a direct result of skills they have acquired on some of our courses;
- d) a greater understanding of the heritage of the area and the way in which communities worked with the landscape they inhabited
- e) additional employment for local tutors (craftsmen and women) which will help to make their businesses more sustainable.

#### 4.2 Project Outputs

Output	Target	Set to Achieve In Round 1	Remaining Target for Round 2
No. of courses	30	17	13
No. of beneficiaries	300	139	161
No. of partners organisations	6	2	4
No. of tutors contracted	15	10	5
Cash Income from booking fees	£4,050	£1,263	£2,787

The second round of courses should build upon the first round, with some new topics covered, some beginner courses repeated and some advanced and intermediate courses which enable people to progress their skills.

The programme should include at least one course aimed at Outdoor Activity Leaders, which Friends of the Lake District have offered to deliver.

The programme should provide learning opportunities that are not currently available in the South Lakeland area.

We are also seeking to establish a regular greenwood skills group, facilitated by BHMAT apprentice, Helen Clarke.

#### 4.3 Resources and Information Available

The successful contractor will be provided with a detailed project plan, list of potential tutors and topics, template contracts and the evaluation report on the first round of courses.

Rusland Horizons staff can advise on suitable venues, and landscape features in need of restoration. We will seek landowner permission, where needed, for the habitat and feature restoration.

There is access to a computer, internet and phone at the Rusland Horizons Office, Haverthwaite, if required.

Since establishing the first round of heritage skills courses we have started using Eventbrite to manage bookings for Rusland Horizons events. We expect the contractor to use this resource.

The courses will be promoted through the Rusland Horizons website and social media, as well as partner websites and local newsletters.

We are seeking a volunteer(s) to assist with the delivery of the courses. The role profile can be downloaded [here](#).

All costs, other than expenses directly incurred by the contractor, will be paid directly by the Lake District National Park on behalf of Rusland Horizons.

## **5. Contact and Meetings**

The contract will commence with a planning meeting with the Rusland Horizons team. Updates via meetings, email or phone calls will take place when necessary.

## **6. Health and Safety**

The Contractor will be expected to provide any risk assessments associated with delivering the course programme. These must be agreed in advance with the Scheme Manager.

## **7. Work Required**

The contractor will be required to:

- Develop the programme content, schedule and pricing structure;
- Confirm the tutors and venues, undertaking site visits as necessary;
- Organise the provision of resources and equipment for trainers and venues where required;
- Prepare contracts for tutors ready for sign off by the Rusland Horizons Scheme Manager and the tutors;
- Collate evidence of first aid certification, public liability insurance and risk assessments from the tutors;
- Provide Rusland Horizons with the information to raise purchase orders for goods and services before invoices are incurred;
- Prepare copy and source images for project publicity;

- Obtain details of courses and events being run by our partners so that we can support these and promote them in the programme;
- Prepare joining instructions for participants, with input from the course tutors;
- Enter the course information, booking process and joining instructions onto Eventbrite, using the Rusland Horizons account;
- Provide the course tutors with participant lists and evaluation forms for each course;
- Answer any enquiries and resolve any issues with the courses which may arise, including on the day;
- Research the feasibility and demand for establishing a regular greenwood skills group and deliver a pilot session;
- Provide Rusland Horizons with the completed evaluation forms and final participant numbers for each of the courses, and evidence of in kind support (See Annex 1).

## **8. Costs and Timescales**

The total budget available for this project is £19,702 excluding VAT. Of this, £4,000 - £6,000 can be allocated towards the contracted coordinator to cover fees and all travel and subsistence, expenses, and disbursements. A budget breakdown is included in Annex 1.

### **Outline timescale**

5 May 2017	Quote submission deadline
18 May 2017	Contractor Interviews
19 May 2017	Notification to successful contractor
w/c 22 May 2017	Contract commencement
19 June 2017	Confirmation of programme
19 August 2017	Courses available for booking
31 August 2018	End of programme- end of contract

## **9. Application Process**

Your proposal should include:

- a) Methodology and timescale– proposed method and programme of work, highlighting key issues and key stages;
- b) The roles and responsibilities of the contractor or contractor team;
- c) Budget – a breakdown of costs to include:
  - i. Total cost for professional services excluding VAT
  - ii. Total number of days required to undertake the work and each section of the work
  - iii. total number of days input and relevant day/hourly rate for each team member

- iv. estimated costs allowed for travel and, separately, accommodation and other subsistence, if relevant
  - v. estimated costs for any other expenses
  - vi. total cost for all work and expenses, excluding VAT
- d) Relevant Experience – CVs of contractor or key members of contractor team and visual examples of relevant film work.

Email the quotation to [marian.jones@lakedistrict.gov.uk](mailto:marian.jones@lakedistrict.gov.uk). The Total size should not be greater than 5MB. You will receive an email acknowledgement of receipt.

**Quotations must be received by 12 noon Friday 5 May 2017.**

## 10. Evaluation of Tenders

### 10.1 Evaluation criteria

All quotations received will be considered based on the information submitted. The quotations will be evaluated upon the following criteria;

Criteria	Potential Score	Weighting	Max Score
Overall quality of the submission (detail; presentation; clarity; quality of relevant project work)	1-5	4	20
Extensive and current experience in coordinating course or event programmes.	1-5	5	25
Knowledge and understanding of the local landscape heritage and traditional skills	1-5	3	15
References	1-5	3	15
Understanding of tender brief and requirement	1-5	4	20
Outline of proposed methodology and delivery timescale	1-5	5	25
Cost / Value for Money	1-5	3	15
Additional benefits offered	1-5	1	5
<b>Maximum Possible Score</b>			<b>140</b>

### 10.2 Award of Contract

The Authority will decide to whom the contract shall be awarded based on the evaluation criteria outline above. The Authority does not bind itself to accept the lowest or any tender/quotation and reserves the right to accept the whole or parts of tenders/quotations. The Authority will notify acceptance of the quotation to the successful tenderer as soon as is reasonably practicable.

## 11. General Terms

The client for this work is the Lake District National Park Authority on behalf of The Rusland Valley & Fells Landscape Partnership.

The project will be undertaken by the contractor acting on an independent basis. Staff working on the project will not be deemed employees of the National Park Authority. Quotations should reflect this fact and more specifically the Contractor will take sole responsibility for the payment of tax, National Insurance contributions, etc. If VAT is payable, this too should be indicated in the bid.

The Lake District National Park Authority, on behalf of the Partnership, will retain copyright over the resulting publicity materials, and shall have absolute control over the use and dissemination of that material. The Rusland Valley & Fells Landscape Partnership fully recognises the originator's moral right to suitable accreditation.

## 12. Contact Details

For further information or any queries regarding the content of the project brief please contact the Rusland Horizons Scheme Manager, Marian Jones; [marian.jones@lakedistrict.gov.uk](mailto:marian.jones@lakedistrict.gov.uk) Tel: 07990 523265 or the Rusland Horizons Skills & Training Coordinator, [claire.green@lakedistrict.gov.uk](mailto:claire.green@lakedistrict.gov.uk) Tel: 07554 227 489

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## ANNEX 1: Project Budget

Item	Cash					In Kind		
	Vol expenses	Other	Equipment & Materials	Prof Fees	Total	Vol Time	Non - cash contribution	Total
Printing programmes				500	<b>500</b>			<b>0</b>
Venue hire		870			<b>870</b>			<b>0</b>
Tutor day rate (includes all costs)				10,000	<b>10,000</b>			<b>0</b>
Freelance coordinator fees & expenses				5,000	<b>5,000</b>			<b>0</b>
Volunteer help running courses	500				<b>500</b>	500		<b>500</b>
Tools and materials used on courses			400		<b>400</b>		500	<b>500</b>
Liaise with/co-promote, complementary courses					<b>0</b>	1,000		<b>1,000</b>
Outdoor leader courses					<b>0</b>		450	<b>450</b>
<b>Total</b>	<b>500</b>	<b>870</b>	<b>400</b>	<b>15,500</b>	<b>17,270</b>	<b>1,500</b>	<b>950</b>	<b>2,450</b>

  

<b>Total Project Costs</b>	<b>19,720</b>
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### In Kind Support

1. We have estimated 10 days of volunteer support to assist in delivering the courses: £500
2. If our partner organisations publicise our programme we can attribute a value to this publicity.
3. Friends of the Lake District have offered to organise at least one course for Outdoor Leaders. Their time is valued at £450.